



UNITED STATES MARINE CORPS  
HEADQUARTERS AND SERVICE BATTALION  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5043

BnO 5370.2A w/Ch 1  
B 07-1L  
7 Jan 99

BATTALION ORDER 5370.2A w/Ch 1

From: Commanding Officer  
To: Distribution List

Subj: INCIDENT/COMPLAINT AND CRIMINAL INVESTIGATION REPORTS

Ref: (a) MCO P5212.5B

Encl: (1) HEADQUARTERS AND SERVICE BATTALION ROUTING SHEET

1. Purpose. To establish procedures for the internal processing of incident/complaint and criminal investigation reports.

2. Cancellation. BnO 5370.2.

3. Background

a. This Organization receives a number of Incident/Complaint Reports (ICRs), Naval Criminal Investigative Service (NCIS) and Criminal Investigation Department (CID) reports.

b. Care must be exercised to safeguard the reputation and rights of each Marine who is a party to a report of this nature.

c. Reports are defined as:

(1) Pending Report. Any report prepared by Security Battalion pertaining to specific incidents or complaints in which all investigative action has not been completed, but forwarded to the Battalion Commander for information.

(2) Final Report. Any report prepared by Security Battalion pertaining to specific incidents or complaints in which all investigative action has been completed and has been forwarded to the Battalion Commander for final action.

4. Action. Incident/complaint and criminal investigation reports will be expeditiously and administratively processed by the following personnel:

07 Jan 99

a. Battalion Legal Officer. The Battalion Legal Officer will receipt for the reports from Security Battalion. The following procedures apply:

(1) Log in all ICR, NCIS, and CID reports into a master logbook located in the Battalion Legal Office. Attach the enclosure on the report and forward each report to the company commander.

(2) Route each report, with the endorsement by the company commander, to the Battalion Sergeant Major, Battalion Executive Officer and the Battalion Commander. Drug/Alcohol incidents and security clearance violations will be routed to the S-2/S-3 Officer. Domestic violence reports will be routed to the Battalion Chaplain.

(3) After each report is reviewed, maintain all returned ICR, NCIS, CID reports on file per the reference.

b. S-2/S-3 Officer. Review all ICR and CID reports and extract pertinent information related to drug/alcohol abuse and security clearance violations.

(1) Place a rubber stamp endorsement on each route sheet and initial it indicating that the report has been sighted.

(2) Review Military Police (MP) blotters on a weekly basis and handle the information with sensitivity.

c. Company Commanders. Pending reports requiring judicial action will be investigated for known facts to expeditiously reach a conclusion.

(1) Upon receipt of a final report, take appropriate action.

(2) Upon completion of administrative/disciplinary action, make final comments of disposition of case on route sheet or attached sheets, as needed.

M. E. BENNETT

DISTRIBUTION: B



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HEADQUARTERS AND SERVICE BATTALION  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5043

BnO 5370.2A Ch 1  
B 07-1L  
14 Jan 00

BATTALION ORDER 5370.2A Ch a

From: Commanding Officer  
To: Distribution List

Subj: COMPLAINT AND CRIMINAL INVESTIGATION REPORTS

Encl: (1) New routing sheet

1. Purpose. To direct a pen change and new page insert to the basic Order.

2. Action.

a. Add the following sentence to the end of paragraph 4(a)(2).  
"Domestic violence reports will be routed to the Battalion Chaplain".

b. Replace old enclosure (1) with the new enclosure (1).

3. Filing Instructions. File this change transmittal immediately following the signature page of the basic Order.

M. L. CULVER

DISTRIBUTION: A